



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: OPERATIONS ANALYST (WL) [WORKING TITLE: FACILITIES & PARKING COORDINATOR]
POSITION NUMBER:	00052300
LOCATION:	ADMINISTRATION DIVISION, MAIL & COURIER SERVICES, ATLANTA
POSTING DATE:	OCTOBER 27, 2015
APPLICATION DEADLINE:	NOVEMBER 2, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	14
ENTRY SALARY:	COMMENSURATE WITH EDUCATION AND EXPERIENCE

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES: Responsible for all Facilities Management to include construction and repair requests; key management of the GDA building; meeting set-up, coordination and management; parking facilitation; and general facilities request for use transactions. This job will be responsible for maintaining accurate records of all facility transactions to include but not limited to management and assignment of parking as needed. This position manages the Mail & Courier function of the GDA. Performs data analysis on current operations of a project and/or program. Collects and organizes data and prepares reports. Also includes supervision of personnel and other duties as assigned.

MINIMUM QUALIFICATIONS:

Completion of a bachelor's degree from an accredited college or university OR One year of experience at the lower level or position equivalent OR Four years of related experience.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Experience managing facilities for a state agency;
- Ability to use job-specific tools to review data and prepare reports tailored to the GDA needs;
- Working knowledge of Microsoft Office.

HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY EITHER TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.